

**MEDICAL SERVICES**

**McGHEE-TYSON ANGB**

**1. Objective.** As prescribed in AFI 38-201, Determining Manpower Requirements, formerly designated as AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume.

**2. Authority.** The AFI 13 and 36 series, formerly designated as 35 and 55 series of Air Force, Air National Guard directives and applicable gaining command supplements contain command policy and procedural guidance for the Medical Services function. This ANGMS was developed in accordance with procedures contained in AFPAM 38-208, Air Force Management Engineering Program (MEP) Processes, formerly designated as AFR 25-5, 16 May 88.

**3. Applicability.** This standard applies to the 134th Air Refueling Group, McGhee Tyson Air National Guard Base, Tennessee, Medical Services work center. This standard applies to peacetime operations only.

**4. Standard Data:**

- a. Classification. Type III.
- b. Approval Date.
- c. Man-hour Data Source. Operational Audit (technical estimate and historical record techniques).
- d. Standard Man-hour Equation.  $Y = 93.79 + 3.120X_1 + 0.2073X_2$ .
- e. Workload Factors (WLFs).

(1) Title: 2 Aug 93.

(a)  $X_1$  = A Physical Prepared in Final Form.

(b)  $X_2$  = Population Served.

(2) Definitions:

(a)  $X_1$  = Average monthly number of physical examinations prepared in final form by full-time support personnel. Include Enlistment; Commissioning; Flying Class I/IA, II and III; Interim Flying; Periodic; Medical Evaluation Board (MEB); Waiver; Preplacement/Baseline Occupational; physicals received from Military Entrance Processing Station (MEPS) for processing; physical exams received from other agencies for accession purposes; and Army National Guard physicals. Use most current 12 months' data.

(b)  $X_2$  = Average monthly number of:

1. 134 ARG Traditional Guardsmen authorized;
2. Traditional Guardsmen authorized in tenant units supported,
3. Professional Military Education Center's (PMEC's) Stat Tour personnel authorized,
4. Student population from the PMEC's Noncommissioned Officer (NCO) Academy and Academy of

Military Science (AMS). Use last 12 months' data.

(3) Source:

(a)  $X_1$  = Medical Resource Management Report (MRMR), manpower workload section. This report is maintained by ANGRC/SGAR.

(b)  $X_2$  = :

1. & 2. EUMD maintained by ANGRC/XPMRF,
3. 21 Manpower Document maintained by ANGRC/SM, and
4. NCO Academy and AMS end-of-course reports.

**5. Application Instructions:**

a. The standard is valid through the man-hour range of 471.91 through 786.52. Extrapolation limits represent the upper and lower man-hour values that the equation can be extended.

b. Determine the values for the two WLFs identified in paragraph 4e.

c. Substitute the workload values for  $X_1$  and  $X_2$  into the man-hour equation in paragraph 4d.

d. Divide the resultant man-hours by the current civilian Man-Hour Availability Factor (MAF) to calculate total manpower requirements.

e. Refer to the Standard Manpower Table, AF Form 1113, for skill and grade distribution. Find the column in which the total number of authorizations falls and read up to determine total manpower by AFSC.

**6. Statement of Conditions.** The normal hours of operation for this work center are 8 hours per day, 5 days per week. There are no other standard of living constraints that affect the daily operation of this work center.

**PUBLISHED UNDER THE AUTHORITY OF THE SECRETARY OF THE AIR FORCE**

**PHILIP G. KILLEY**  
**Major General, USAF**  
**Director, Air National Guard**

**OFFICIAL**

**C. DAVID MISKELL**  
**Acting Chief**  
**Administrative Services**

**2 Attachments**  
**1. Work Center Description**  
**2. Standard Manpower Table**

## **WORK CENTER DESCRIPTION**

### **Medical Services**

#### **DIRECT:**

##### **1. MANAGEMENT:**

##### **1.1. PROVIDES TECHNICAL MEDICAL BRIEFING AND ASSISTANCE:**

- 1.1.1. BRIEFS AND ASSISTS THE COMMANDER.**
- 1.1.2. BRIEFS AND ASSISTS SENIOR MEDICAL STAFF.**
- 1.1.3. BRIEFS AND ASSISTS SUPPORTED UNIT.**
- 1.1.4. BRIEFS AND ASSISTS WORK CENTER SUPERVISOR.**
- 1.1.5. BRIEFS INDIVIDUAL.**
- 1.1.6. BRIEFS INSPECTION TEAM.**

**1.2. MANAGES FULL-TIME HEALTH PROGRAM FOR SUPPORTED UNIT.** Consults with commander, safety office, supervisor, employee, and physician to ensure identification and elimination of hazard and adequate protection of employee.

##### **1.2.1. ADMINISTERS BASE OCCUPATIONAL HEALTH PROGRAM:**

- 1.2.1.1. FINALIZES OCCUPATIONAL HEALTH FORM.**
- 1.2.1.2. CONSULTS WITH BIOENVIRONMENTAL TECHNICIAN.**
- 1.2.1.3. INFORMS COMMANDER AND/OR OTHER OFFICIAL ON OCCUPATIONAL HEALTH MATTER.**

##### **1.2.2. ADMINISTERS SAFETY PROGRAM:**

- 1.2.2.1. DISSEMINATES SAFETY PROGRAM INFORMATION.**
- 1.2.2.2. CONDUCTS FACILITY SAFETY INSPECTION.**
- 1.2.2.3. REPORTS SAFETY VIOLATION.**
- 1.2.2.4. COMPLETES CORRECTIVE ACTION.**
- 1.2.2.5. SCHEDULES SAFETY TRAINING.**

##### **1.2.3. ADMINISTERS FORMAL MEDICAL AGREEMENT:**

- 1.2.3.1. DEVELOPS MUTUAL AID AGREEMENT.**
- 1.2.3.2. COORDINATES INTER-SERVICE AGREEMENT.**
- 1.2.3.3. COORDINATES HOST TENANT SUPPORT AGREEMENT HAVING MEDICAL IMPACT.**

##### **1.3. DEVELOPS/COORDINATES DISASTER RESPONSE PLAN:**

- 1.3.1. DEVELOPS MEDICAL DISASTER RESPONSE PLAN.**
- 1.3.2. REVIEWS BASE DISASTER RESPONSE PLAN FOR MEDICAL IMPACT.**

##### **1.4. COORDINATES EMERGENCY MEDICAL RESPONSE/EXERCISE:**

- 1.4.1. DISPATCHES REPRESENTATIVE TO COMMAND POST.**

**1.4.2. NOTIFIES SUPPORT AGENCY.**

**1.4.3. PARTICIPATES IN ACCIDENT/INCIDENT INVESTIGATION.**

**1.5. PREPARES MEDICAL REPORT:**

**1.5.1. PREPARES PHYSICAL EXAM COMPLIANCE RATE REPORT.**

**1.5.2. PREPARES IMMUNIZATION COMPLIANCE RATE REPORT.**

**1.5.3. PREPARES HUMAN IMMUNODEFICIENCY VIRUS (HIV) COMPLIANCE REPORT.**

**1.5.4. PREPARES DRUG TESTING REPORT.**

**1.5.5. PREPARES MEDICAL SERVICE WORKLOAD REPORT.**

**1.5.6. PREPARES STATE REQUIRED REPORT.**

**1.6. RECRUITS PROFESSIONAL/PARAPROFESSIONAL MEDICAL PERSONNEL:**

**1.6.1. PREPARES APPLICANT RECRUITMENT FOLDER.**

**1.6.2. SCREENS APPLICANT RECORD, INCLUDING CREDENTIALS.**

**1.6.3. INTERVIEWS APPLICANT.**

**1.6.4. WRITES RECOMMENDATION.**

**1.7. INVESTIGATES INQUIRY.** Researches, compiles information, and generates response to inquiry.

**1.7.1. RESPONDS TO CONGRESSIONAL INQUIRY.**

**1.7.2. RESPONDS TO BOARD OF CORRECTION OF MILITARY RECORDS INQUIRY.**

**1.7.3. RESPONDS TO INSPECTOR GENERAL INVESTIGATION.**

**1.7.4. RESPONDS TO STATE INQUIRY.**

**1.7.5. RESPONDS TO ANGR/SG INQUIRY.**

**1.8. MANAGES DRUG TESTING PROGRAM.** Manages medical component of military and civilian drug testing program.

**1.8.1. FORWARDS SPECIMEN FOLLOWING CHAIN OF CUSTODY PROCEDURE.**

**1.8.2. REVIEWS AND DISTRIBUTES LAB TESTING REPORT.**

**1.8.3. PREPARES SUMMARY REPORT OF TESTING RESULT.**

**1.8.4. PREPARES DOCUMENTATION PACKAGE FOR POSITIVE CASE.**

**1.8.5. SCHEDULES INDIVIDUAL TESTED POSITIVE FOR MEDICAL CONSULTATION.**

**1.8.6. PROVIDES MEDICAL EXPERTISE TO ADMINISTRATIVE DISCHARGE BOARD.**

**1.9. COORDINATES EMPLOYEE HEALTH AWARENESS PROGRAM.** Coordinates employee involvement by identifying employee need, scope of involvement, and obtaining recommendation for intervention.

**1.10. CONDUCTS SELF-INSPECTION PROGRAM.** Maintains written record of self-inspection in accordance with ANGR 168-4, Administration of Medical Activities, and AFI 90-201, 202, 203 and 301, formerly designated as AFR 123-1, The Inspection System.

**1.11. RESPONDS TO HEALTH SERVICES READINESS INSPECTION (HSRI).**

**2. PHYSICAL EXAMINATION:**

**2.1. SCHEDULES PHYSICAL EXAMINATION:**

**2.1.1. REVIEWS COMPUTER LISTING FOR ACCURACY.**

**2.1.2. COORDINATES WITH UNIT.** Coordinates with unit to reschedule incomplete and/or overdue physical examination.

**2.1.3. PREPARES SCHEDULE.**

**2.1.4. DISTRIBUTES SCHEDULE.**

**2.1.5. PREPARES/DISTRIBUTES INDIVIDUAL PHYSICAL EXAMINATION PACKET.**

**2.1.6. PREPARES COMPLIANCE RATE REPORT.**

**2.1.7. REVIEWS COMPLETED EXAMINATION.**

**2.1.8. REVIEWS MILITARY ENTRANCE PROCESSING STATION (MEPS) PHYSICAL.**

**2.1.9. PREPARES COMPLETED PHYSICAL EXAMINATION IN FINAL FORM:**

**2.1.9.1. PREPARES ENLISTMENT PHYSICAL.**

**2.1.9.2. PREPARES COMMISSIONING PHYSICAL.**

**2.1.9.3. PREPARES FLYING CLASS I/IA.**

**2.1.9.4. PREPARES FLYING CLASS II.**

**2.1.9.5. PREPARES FLYING CLASS III.**

**2.1.9.6. PREPARES INTERIM FLYING PHYSICAL.**

**2.1.9.7. PREPARES PERIODIC PHYSICAL.**

**2.1.9.8. PREPARES MEDICAL EVALUATION BOARD (MEB) PHYSICAL.**

**2.1.9.9. PREPARES WAIVER PHYSICAL DOCUMENTATION FOR SUBMISSION.**

**2.1.9.10. PREPARES PREPLACEMENT PHYSICAL.**

**2.1.10. REPORTS COMPLETED PHYSICAL EXAMINATION ACTION, INCLUDING HIV RESULT, TO CONSOLIDATED BASE PERSONNEL OFFICE (CBPO).**

**2.1.11. FILES COMPLETED EXAMINATION IN MEDICAL RECORD.**

**2.2. PERFORMS PARAPROFESSIONAL TASK ASSOCIATED WITH PHYSICAL EXAMINATION/STANDARD:**

**2.2.1. PREPARES EXAMINATION ROOM.**

**2.2.2. TAKES HEIGHT, WEIGHT, BLOOD PRESSURE, AND/OR PULSE.**

**2.2.3. PERFORMS BODY FAT MEASUREMENT (BFM).**

**2.2.4. CHECKS PROFILE FACTOR.**

**2.2.5. PERFORMS ELECTROCARDIOGRAM (EKG) TEST.**

**2.2.6. PERFORMS VISION SCREENING TEST.**

**2.2.7. PERFORMS HEARING TEST.**

**2.2.8. PERFORMS PULMONARY FUNCTION TEST.**

**2.2.9. PERFORMS LABORATORY STUDY.** Obtains specimen and performs laboratory study associated with clinical indicator/physical exam.

**2.2.10. PROCESSES BLOOD SAMPLE:**

**2.2.10.1. DRAWS BLOOD FROM PATIENT.**

**2.2.10.2. PREPARES SPECIMEN FOR SHIPMENT.**

**2.2.10.3. PREPARES SHIPPING DOCUMENTATION.**

**2.2.10.4. TRAVELS FOR SPECIMEN DELIVERY AND PICK UP.**

**2.2.10.5. REVIEWS RESULT FOR ACCURACY.**

**2.2.11. REVIEWS/DOCUMENTS PAP SMEAR RESULT.**

**2.2.12. PERFORMS PREGNANCY TEST.**

**2.2.13. ENTERS TEST RESULT INFORMATION IN MEDICAL RECORD.**

**2.3. PROCESSES AF FORM 895, MEDICAL CERTIFICATION:**

**2.3.1. REVIEWS COMPUTER LISTING.**

**2.3.2. FORWARDS TO AFFECTED PERSONNEL FOR COMPLETION.**

**2.3.3. REVIEWS COMPLETED FORM.**

**2.3.4. COMPLETES FOLLOW-UP ACTION TO POSITIVE RESPONSE.**

**2.3.5. FILES COMPLETED MEDICAL CERTIFICATION.**

**2.4. SCHEDULES IMMUNIZATION:**

**2.4.1. REVIEWS AUTOMATED LISTING FOR DUE/OVERDUE IMMUNIZATION.**

**2.4.2. REFERS UPDATED ROSTER TO AFFECTED ORGANIZATION.**

**2.4.3. ENSURES COMPLIANCE WITH CURRENT IMMUNIZATION REQUIREMENT.**

**2.4.4. ADMINISTERS IMMUNIZATION.**

**2.4.5. PREPARES UPDATED IMMUNIZATION RECORD.**

**2.5. PROCESSES ORDER FOR EYEWEAR.** Processes DD Form 771, Eyewear Prescription, for aviation eyewear, safety glasses, or protective mask insert.

**2.5.1. IDENTIFIES PERSONNEL AUTHORIZED EYEWEAR.**

**2.5.2. REVIEWS DD FORM 771.**

**2.5.3. OBLIGATES FUNDS FOR PROCUREMENT OF EYEWEAR.**

**2.5.4. FORWARDS REQUEST TO OPTICAL LAB.**

**2.5.5. RECEIVES EYEWEAR, COMPARES TO REQUISITION, AND AUTHORIZES PAYMENT FOR SERVICE RECEIVED.**

**2.5.6. ISSUES EYEWEAR.**

**2.5.7. DOCUMENTS AND FILES TRANSACTION.**

**3. MEDICAL CARE:**

**3.1. PERFORMS LINE OF DUTY (LOD) DETERMINATION:**

- 3.1.1. IDENTIFIES PERSONNEL REQUIRING LOD TREATMENT.**
- 3.1.2. INVESTIGATES INCIDENT.**
- 3.1.3. DETERMINES INCAPACITATION STATUS.**
- 3.1.4. CONSULTS WITH PHYSICIAN.**
- 3.1.5. PREPARES LOD REPORT.**
- 3.1.6. COORDINATES WITH AFFECTED AGENCY.**
- 3.1.7. ENSURES PATIENT RECEIVES AUTHORIZED MEDICAL CARE.**
- 3.1.8. FOLLOWS-UP ON CASE FILE.**
- 3.1.9. REQUESTS PATIENT TREATMENT SUMMARY AND DIAGNOSTIC TESTING RESULT.**
- 3.1.10. PROCESSES MEDICAL BILL CLAIM FROM CIVILIAN MEDICAL SOURCE.** Validates claim.
- 3.1.11. PROVIDES PARAPROFESSIONAL MEDICAL ADVICE TO PATIENT.**
- 3.1.12. DOCUMENTS CASE IN MEDICAL RECORD.**

**3.2. PERFORMS EMERGENCY/CRASH RESPONSE:**

- 3.2.1. RESPONDS TO ON-BASE EMERGENCY AS DIRECTED BY FIRE DEPARTMENT AND/OR CRASH RESCUE TEAM.**
- 3.2.2. COORDINATES MEDICAL CARE FOR ENTITLED PERSONNEL.**
- 3.2.3. CONSULTS WITH ATTENDING PHYSICIAN REGARDING CARE.**
- 3.2.4. DOCUMENTS INCIDENT.**
- 3.2.5. FILES PATIENT TREATMENT SUMMARY AND DIAGNOSTIC TREATMENT SUMMARY.**

**3.3. SCHEDULES SPECIAL PURPOSE EXAMINATION.** Schedules special purpose exam to include fetal protection program and occupational related examination:

- 3.3.1. COMPILES AND DISTRIBUTES SCHEDULED EXAM ROSTER.**
- 3.3.2. COMPILES AND DISTRIBUTES DELINQUENT ROSTER.**
- 3.3.3. PREPARES COMPLIANCE RATE REPORT.**

**3.4. PERFORMS FLIGHT EVALUATION:**

- 3.4.1. RECOMMENDS CONTINUANCE, REMOVAL, OR RETURN TO FLYING DUTY (AF FORM 1042).**
- 3.4.2. CONSULTS WITH FLIGHT SURGEON.**
- 3.4.3. FORWARDS RECOMMENDATION AND FLIGHT RECORDS TO COMMANDER.**
- 3.4.4. COORDINATES WITH FLYING UNIT REGARDING DISPOSITION OF FLYER.**

**3.4.5. PREPARES AND UPDATES AF FORM 1041, MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY LOG.**

**3.5. DISPENSES MEDICATION:**

**3.5.1. DISPENSES NON-PRESCRIPTION MEDICATION.**

**3.5.2. DISPENSES PROJECT U (ANTI-MALARIA) MEDICATION.**

**4. ADMINISTRATION:**

**4.1. PROCESSES TOUR OF DUTY/TDY ORDER:**

**4.1.1. PREPARES ORDER.**

**4.1.2. DISTRIBUTES ORDER.**

**4.1.3. MAINTAINS ORDER RECORD.**

**4.1.4. AUTHENTICATES STATEMENT OF TOUR OF DUTY.**

**4.2. DEVELOPS/ADMINISTERS CLINIC UNIT TRAINING ASSEMBLY (UTA) SCHEDULE:**

**4.2.1. DEVELOPS SCHEDULE.**

**4.2.2. COORDINATES PHYSICAL EXAMINATION SCHEDULE WITH SUPPORTED UNIT.**

**4.2.3. PREPARES MEDICAL/DENTAL RECORD.**

**4.2.4. DOCUMENTS EXAMINATION RESULT.**

**4.2.5. IDENTIFIES EXAMINATION NO-SHOW.**

**4.3. ADMINISTERS BASE IMMUNIZATION PROGRAM:**

**4.3.1. SCHEDULES BASE PERSONNEL FOR IMMUNIZATION.**

**4.3.2. UPDATES IMMUNIZATION ROSTER.**

**4.4. PREPARES REPORT:**

**4.4.1. PREPARES STATUS OF READINESS AND TRAINING (SORTS) REPORT:**

**4.4.1.1. GATHERS INFORMATION.**

**4.4.1.2. CALCULATES DATA AND FORMATS REPORT.**

**4.4.1.3. BRIEFS BASE AND/OR MEDICAL COMMANDER.**

**4.4.1.4. SUBMITS REPORT FOR TRANSMISSION.**

**4.4.1.5. RECEIVES NEW SORTS DATA BASE AND VERIFIES FOR ACCURACY.**

**4.4.2. PREPARES INFLUENZA REPORT.**

**4.4.3. PREPARES MEDICAL SERVICE WORKLOAD REPORT.**

**4.4.4. PREPARES GAINING COMMAND MEDICAL UNIT REPORT.**

**4.5. ADMINISTERS MEDICAL SECURITY PROGRAM:**

**4.5.1. PERFORMS FACILITY SURVEY.**

**4.5.2. MONITORS SECURITY CLEARANCE.**

**4.5.3. PROCESSES AF FORM 2586, UNESCORTED ENTRY AUTHORIZATION CERTIFICATE.**

**4.5.4. CONDUCTS LINE BADGE INVENTORY.**

**4.6. VALIDATES AF FORM 2583, REQUEST FOR PERSONNEL SECURITY ACTION, FOR BASE POPULATION.**

**4.7. ADMINISTERS MEDICAL CURRENCY INFORMATION FILE (MCIF):**

**4.7.1. PREPARES DATA FILE.**

**4.7.2. PREPARES AF FORM 396, SIGNATURE CARD.**

**4.7.3. REVIEWS DATA FOR MAJOR COMMAND (MAJCOM) AND UNIT.**

**4.7.4. POSTS DATA RECEIPT TO INDIVIDUAL AF FORM 396.**

**4.7.5. FILES DATA.**

**4.8. MAINTAINS MEDICAL COMPUTER SYSTEM:**

**4.8.1. ESTABLISHES COMPUTER REQUIREMENT.**

**4.8.2. PROVIDES COMPUTER TRAINING.**

**4.8.3. OPERATES COMPUTER REMOTE.**

**4.9. MAINTAINS MEDICAL/DENTAL RECORD.** Includes records maintenance for Professional Military Education Center (PMEC) students attending sick call, Professional Military Education Center staff, and traditional Guardsmen authorized in units supported by the 134 ARG.

**4.9.1. FILES DOCUMENTATION IN RECORD.**

**4.9.2. CREATES NEW MEDICAL/DENTAL RECORD.**

**4.9.3. RETIRES MEDICAL RECORD.**

**4.10. CONDUCTS SUPPORTED UNIT INCOMING/OUTGOING CLEARANCE.**

**4.11. PROCESSES MEDICAL BILL CLAIM RESULTING FROM INDEPENDENT DUTY MEDICAL TECHNICIAN'S (IDMTs) OFF-BASE PHYSICIAN/HOSPITAL REFERRAL.** Validates claim.

**5. TRAINING:**

**5.1. DEVELOPS/COORDINATES MEDICAL READINESS UTA TRAINING PROGRAM:**

**5.1.1. DEVELOPS/COORDINATES COMPREHENSIVE TRAINING PLAN.** Identifies need from AF and NGB Regulation and Operations Plan (OPlan) and develops a plan of accomplishment.

**5.1.2. DETERMINES TRAINING REQUIREMENT.**

**5.1.3. COORDINATES TRAINING RESOURCE.** Arranges for needed equipment, supply, facility, and other resource.

**5.1.4. MAINTAINS DOCUMENTATION.**

**5.2. DEVELOPS ANNUAL TRAINING PLAN:**

**5.2.1. DETERMINES INDIVIDUAL REQUIREMENT.**

**5.2.2. COORDINATES WITH EXECUTIVE TEAM.**

**5.2.3. DEVELOPS ANNUAL TRAINING PLAN.**

**5.2.4. DEVELOPS ALTERNATE TRAINING PLAN.**

**5.2.5. COORDINATES WITH TRAINING SITE/FACILITY.** Coordinates training, billeting, food service, and transportation requirements.

**5.2.6. CONDUCTS TRAINING SITE VISIT.****5.2.7. PREPARES AFTER-ACTION REPORT.****5.3. MONITORS ENLISTED SPECIALITY TRAINING:****5.3.1. COORDINATES UNIT AND INDIVIDUAL FORMAL TRAINING REQUIREMENT.****5.3.2. CONDUCTS TRAINING SUPERVISOR MEETING.****5.3.3. UPDATES MASTER TRAINING PLAN.****5.3.4. PROCESSES AND MONITORS CORRESPONDENCE COURSE MATERIAL.****5.3.5. BRIEFS EXECUTIVE MANAGEMENT.****5.3.6. MONITORS TRAINING DOCUMENTATION.****5.4. OVERSEES/MONITORS ANCILLARY MEDICAL TRAINING:****5.4.1. SCHEDULES ANCILLARY TRAINING FOR MEDICAL PERSONNEL.****5.4.2. NOTIFIES MEDICAL PERSONNEL OF TRAINING REQUIREMENT.****5.4.3. DOCUMENTS TRAINING.****5.5. MONITORS SUPPORTED UNIT MOBILITY SELF AID AND BUDDY CARE TRAINING:****5.5.1. PROVIDES TECHNICAL ADVICE.****5.5.2. MONITORS TRAINING REPORT.****5.5.3. PRODUCES QUARTERLY REPORT TO HEADQUARTERS.****6. RESOURCE MANAGEMENT:****6.1. MANAGES MEDICAL BUDGET:****6.1.1. DEVELOPS ANNUAL MEDICAL BUDGET ESTIMATE.****6.1.2. RECEIVES FUND ALLOCATION.****6.1.3. PREPARES QUARTERLY FUND DISTRIBUTION.****6.1.4. COORDINATES ADJUSTMENT TO BUDGET.****6.1.5. MONITORS EXPENDITURE.****6.2. MAINTAINS MEDICAL SUPPLY:****6.2.1. DETERMINES ITEM REQUIREMENT.****6.2.2. ORDERS MEDICAL SUPPLY:****6.2.2.1. ORDERS STOCK LISTED ITEM.****6.2.2.2. ORDERS LOCAL PURCHASE ITEM.**

**6.2.2.3. ORDERS FROM ACTIVE DUTY FACILITY MEDICAL SHOPPING GUIDE.**

**6.2.3. RECEIVES MEDICAL SUPPLY.**

**6.2.4. STORES MEDICAL SUPPLY.**

**6.2.5. MONITORS SUPPLY STATUS.**

**6.2.6. PERFORMS QUALITY CONTROL.**

**6.3. MANAGES MEDICAL EQUIPMENT:**

**6.3.1. DETERMINES REQUIREMENT.**

**6.3.2. PROCESSES EQUIPMENT REQUEST.**

**6.3.3. MONITORS STATUS OF EQUIPMENT ON ORDER.**

**6.3.4. RECEIVES EQUIPMENT.**

**6.3.5. INSTALLS EQUIPMENT.** Arranges for installation or installs equipment in-house.

**6.3.6. PERFORMS PERIODIC OPERATOR MAINTENANCE.**

**6.3.7. COORDINATES MEDICAL EQUIPMENT REPAIR CENTER (MERC) VISIT AND TESTING OF MEDICAL EQUIPMENT.**

**6.3.8. COORDINATES CIVILIAN CONTRACTOR MAINTENANCE.**

**6.4. MANAGES MEDICAL WORKDAY ASSET:**

**6.4.1. ESTABLISHES REQUIREMENT.**

**6.4.2. RECEIVES, FORECASTS, AND DISTRIBUTES ALLOCATION.**

**6.4.3. MAINTAINS RECORD OF WORKDAY UTILIZATION.** Logs order against current balance to monitor allocation asset.

**6.4.4. ADJUSTS WORKDAY BALANCE WITH MEDICAL COMMANDER AND BASE WORKDAY MONITOR.** Provides justification for additional allocation requirement.

**6.5. MAINTAINS WAR READINESS MATERIAL (WRM) ASSET:**

**6.5.1. MAINTAINS PROJECT B ASSET (NERVE AGENT ANTIDOTE).**

**6.5.2. MAINTAINS PROJECT U ASSET (ANTI-MALARIAL MEDICATION).**

**6.5.3. MAINTAINS PROJECT Z ASSET (AIR TRANSPORTABLE CLINIC).**

**6.6. MANAGES MEDICAL MOBILITY EQUIPMENT.** Maintains a, b, and c mobility bag and Strategic Aircraft Reconstitution Team (SART) Kit including inventory, upgrade, resupply, and maintenance.

**6.6.1. ORDERS MEDICAL MOBILITY EQUIPMENT.**

**6.6.2. MAINTAINS MOBILITY BAG/SART KIT.**

**6.6.3. INSPECTS MOBILITY BAG/SART KIT:**

**6.6.3.1. PREPARES FOR INSPECTION.**

**6.6.3.2. INVENTORIES MOBILITY BAG/SART KIT.**

**6.6.3.3. REPLACES COMPONENT PART OF MOBILITY BAG/SART KIT.**

**6.6.3.4. DOCUMENTS INVENTORY.****6.6.4. INSPECTS/ORDERS WEAPON AND AMMUNITION.**

**6.7. MAINTAINS FIRST AID KIT.** Periodically inspects first aid kit for serviceability, replaces dated item, and repacks as needed.

**6.7.1. INSPECTS AIRCRAFT FIRST AID KIT.****6.7.2. INSPECTS LIFE RAFT FIRST AID KIT.****6.7.3. INSPECTS PERSONNEL FIRST AID KIT.****6.7.4. INSPECTS AIRCREW SURVIVAL KIT.****6.7.5. INSPECTS SHOP FIRST AID KIT.**

**INDIRECT:** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of Standard Indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Medical Services/5810AM			471.91 - 786.52								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Medical Services	902X0	CIV	3	4	5						
TOTAL			3	4	5						
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											